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# FTA REGION I News



Federal Transit Administration

Volume 5, June 2001

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## **Message from the Regional Administrator**

*By Richard H. Doyle*

The Federal legislative process is moving forward, with the House Appropriations Transportation Subcommittee supporting the Administration's request to fund the TEA-21 guaranteed level of \$6.747 billion for the Federal Transit Program. If the Senate takes similar action, there will be a record funding level for transit next year.

With the implementation of our new grant submission procedures (see story below), we are reducing the time it takes to process grants. Many grants are now being approved well before the 90-day time limit. Keep up the good work!

As we are doing here at FTA, we hope that you will review your ongoing procedures to properly manage grants. Spending the Federal funding promptly, following Federal procurement guidelines, monitoring production or construction, closing grants in a timely manner and resolving any audit issues are all important grantee activities. We realize that Federal requirements can be complex and hope that you'll call us for assistance if you have any questions about your responsibilities as an FTA recipient. We can help in many ways.

As always, we are interested in your feedback. Please call me or Deputy RA MaryBeth Mello with any comments or suggestions

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[richard.doyle@fta.dot.gov](mailto:richard.doyle@fta.dot.gov) or  
[mary.mello@fta.dot.gov](mailto:mary.mello@fta.dot.gov).

## **GRANT DEVELOPMENT NEWS**

Just a reminder that effective October 1, 2000, all grant applications have to be complete in order for FTA to assign a project number. To be considered complete, a grant application must meet the following criteria:

**Planning:** Activities must be identified in a federally approved State Transportation Improvement Program and/or Unified Planning Work Program.

**Environmental:** National Environmental Policy Act (NEPA) requirements for all activities must be completed.

**Application Content:** Project activities must be sufficiently described in order to determine eligibility.

**Certifications and Assurances:** Annual certification and assurances must be signed (PIN) via TEAM.

**Funding:** A state agency's request for a flexible funding transfer must be transmitted to the appropriate Federal Highway Administration Division Office. Where there are multiple recipients eligible for Section 5307 Urbanized Area Formula and Section 5309 Fixed Guideway Formula Programs in an urbanized area, a letter must be transmitted to FTA identifying the funding split for each recipient.

## **TEAM**

A new version of TEAM became available for your review on May 29<sup>th</sup>. This new version is called TEAM-Web and will permit grantees

to submit grant information via the Internet. To access this version, log on to your Internet provider and enter the following Internet address  
<http://FTATEAMWeb.fta.dot.gov>.

To utilize TEAM-Web you must have Internet Explorer 5.5 or NETSCAPE 6.0 installed on your computer. It is anticipated that TEAM-Web will be available in production mode on October 1<sup>st</sup>. To prepare you for this change, the Region I Office will be conducting training sessions on how to navigate and the capabilities of TEAM-Web in early September. A Regional Advisory will be sent shortly providing the details of these training sessions. If you have questions regarding TEAM, please contact Donna Laidley at (617) 494-2484 or by e-mail:  
[donna.laidley@fta.dot.gov](mailto:donna.laidley@fta.dot.gov).

## **REGION I STAFF NEWS**

We have recently hired three new staff members: Corinne Connolly, Grants Control Assistant; Margaret (Peggy) Griffin, Civil Rights Officer; and Matthew (Matt) Keamy, P.E. Regional Engineer. Corinne and Matt are both in the Office of Project Management.

Corinne Connolly came to us from the Volpe National Transportation Systems Center where she worked as a personnel assistant in the Office of Human Resources. She is managing closeouts and tracking the internal/external audit control system as well as quarterly progress reporting. She has become an expert in TEAM and can help you with all of your TEAM related project management issues. Give her a call at 617.494.3518 or e-mail her at [corinne.connolly@fta.dot.gov](mailto:corinne.connolly@fta.dot.gov).

Peggy Griffin is responsible for all Civil Rights Programs in the region, and will coordinate grantees' requests for information and technical assistance in meeting the requirements of FTA's Civil Rights Programs. While her position is located in the Regional Office, the Civil Rights Officer is a staff member of the Office of Civil Rights in Washington D. C. Peggy has a Bachelor of Science degree from Boston University in Urban Affairs and has extensive experience in civil rights, transportation, economic development, community relations, and special events. She can be reached at 617.494.2397 or [margaret.griffin@fta.dot.gov](mailto:margaret.griffin@fta.dot.gov).

Matthew Keamy, P.E. has over 12 years of experience in transportation engineering. He comes to FTA from the Federal Highway Administration where he was most recently working on the Central Artery/Tunnel Project. Matt was responsible for all design and construction contracts north of the Callahan Tunnel. He has also worked on projects in Seattle, Flagstaff, Charlotte, Manchester, Augusta, Newark and Philadelphia.

Matt has a BS in Civil Engineering from Worcester Polytechnic Institute and a Masters in Business Administration from the University of Massachusetts/Boston. He currently teaches engineering at the University of Massachusetts/Lowell evening program. He can be reached at 617.494.3038 or [matthew.keamy@fta.dot.gov](mailto:matthew.keamy@fta.dot.gov).

### **ITS NEWS**

Thanks to David Willauer and staff of the Greater Portland Council of Governments; Dr. Beverly Scott and staff at the Rhode Island Public Transit Authority; Robert Kennedy and staff at the Lowell Regional Transit Authority; and Louis Schulman and members of the Connecticut Association for Community Transportation for working so hard to host the APTS Mobile Showcase in their states in April. The Showcase provided ITS information to over 400 transportation professionals during

its three-week tour in New England. For those of you who were unable to visit the Showcase during April, it will be in Vermont from August 25-28 at the ITS Rural Conference. For details, contact [Lawrence.Dwyer@fhwa.dot.gov](mailto:Lawrence.Dwyer@fhwa.dot.gov).

Just a reminder that FTA is still offering its ITS Peer-to-Peer Program in cooperation with FHWA. You can obtain help by phone at 888-700-PEER; fax at 410-571-6400; or e-mail at [dotpeer@erols.com](mailto:dotpeer@erols.com). We encourage you to seek this valuable technical assistance on ITS projects or issues.

### **FTA SPONSORED TECHNICAL TRAINING**

The FTA and National Transit Institute (NTI) continue to offer many training opportunities specifically designed for transit professionals and open to anyone in the industry. Topics include:

- ADA
- Grants Management
- Procurement
- ITS
- Design and Construction
- Planning
- Operations

FTA is also sponsoring Financial Management Systems Seminars at the following times and locations:

Washington, D.C.-July 25-26, 2001  
Denver, CO-September 26-27, 2001

The FTA and National Transit Institute (NTI) continue to offer the "Management of Transit Construction Projects" course. The course addresses the basics of good project management principles for transit projects. It uses current FTA guidance to train grantees with both major and small capital project in the implementation of project management plans. The three-day course combines presentations with group exercises and case studies.

Topics include:

- Project Management Planning

- Project Organization
- Public Involvement
- Design Program
- Project Management & Control
- Quality Assurance & Quality Control'
- Procurement
- Construction
- System Integration & Start-Up

To date, more than 40 sessions have been conducted nationwide. The next course is scheduled for Shoreview, MN, July 18-20, 2001.

Finally, FTA and NTI also offer "Design-Build Project Development" for those interested in learning more about this method of project delivery. The purpose of this course is to help participants determine if the Design-Build method can advance new technologies and produce costs savings in the development of new transit projects through project management and control. The current schedule:

Newark, NJ	May 15-16, 2001
Pompano Beach, FL	September 11-12, 2001
Denver, CO	October 16-17, 2001

For those grantees scheduled for a Triennial Review in FY'2002, during October the Regional Office will be sponsoring a workshop on being prepared for the Review. Watch for more information.

Questions regarding all training should be directed to Richard Cole at (617) 494-2395 or e-mail [richard.cole@fta.dot.gov](mailto:richard.cole@fta.dot.gov)